



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 5000.16A
AIR-1.0
17 Apr 95

NAVAIR INSTRUCTION 5000.16A

From: Commander, Naval Air Systems Command

Subj: CHANGE OF COMMAND PROCEDURES FOR NAVAL AVIATION PROGRAM
EXECUTIVE OFFICER/NAVAL AIR SYSTEMS COMMAND (NAVAIR)
PROGRAM MANAGERS AIR AND COMMANDING OFFICERS OF NAVAIR
ACTIVITIES

Ref: (a) United States Navy Regulations, 1990
(b) OPNAVINST 3120.32B, Standard Organization and
Regulations of the U.S. Navy
(c) OPNAVINST 1211.8B, Identification of Major Program
Manager Billets
(d) OPNAVINST 1710.7, Department of the Navy Social
Usage and Protocol Handbook

1. Purpose. To issue policy, procedures, organizational changes, and revised reporting requirements for documenting program status during the change of command procedures within the Naval Air Systems Command (NAVAIR), and for organizations supported by NAVAIR.

2. Cancellation. NAVAIRINST 5000.16. Since this is a major revision, changes are not indicated.

3. Background. Naval Aviation Program Executive Officer (PEO)/NAVAIR program managers air (PMAs) and commanding officers (COs) of NAVAIR activities, military and civilian, will follow the guidance of reference (a) (Chapter 8), and reference (b) (Chapter 3) upon detachment or assumption of duties. Reference (c) provides guidelines for determining major program manager (PM) billets. Reference (d) (Chapter 10 and Annex E) provides policies, responsibilities, and standards for guidance on social issues during change of command and retirement procedures. Information provided by reference (d) covers formal and informal activities which are primarily naval, military, and diplomatic, but does not attempt to duplicate civilian etiquette texts, which apply equally well to the military community, when applicable.

4. Policy. Within NAVAIR, PMs are designated by the Commander, Naval Air Systems Command (COMNAVAIR) and the Naval Aviation PEOs to manage weapon system acquisitions requiring intensified management, as identified by reference (c). COMNAVAIR delegated program executive acquisition authority for NAVAIR programs under



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management of PMAs to the Deputy Commander for Acquisition and Operations (AIR-1.0), effective 1 August 1991. To reassign responsibility and accountability, the status of each NAVAIR and PEO program must be documented during a change of command.

5. Duties Upon Detachment. The departing PM or CO is entitled to all ceremonies and distinctions provided him/her while in command. An incumbent being detached will, by references (a) and (b), accomplish the following before the transfer occurs:

a. Visit and inspect primary support activities with the prospective executive manager. If circumstances prevent joint inspections, the incoming manager will make the inspections and forward a report to the immediate superior within 20 days.

b. Point out any defects or peculiarities of the program on deficiencies in safety, operational readiness, training, and habitability or material conditions, and give an account of them to the relieving incumbent.

c. Deliver to the manager assuming responsibility all unexecuted orders, all regulations and orders in force, all official correspondence and information concerning the program, and the personnel assigned to support the successor. The departing manager will not remove the original records of official correspondence, original letters, documents, or papers concerning the program but may retain authenticated copies, exercising prudence with copies removed from the activity.

d. Deliver all documents required by regulations to be either kept or supervised by the successor.

e. Submit reports of fitness or evaluations, as applicable, and sign all log books, journals, and other documents requiring the incumbent's signature up to the time of relief.

6. Turnover Report. The turnover report, prepared by the PM or CO being detached, listing all unsatisfactory conditions within the organization having the potential to adversely affect safety, readiness, fiscal integrity, or program performance; and specifying a proposed plan to correct them will be endorsed by the manager assuming responsibility. If the manager assuming command does not concur with the report, he/she will provide the departing manager an opportunity to make explanation (reference (b)). If the disagreement is not resolved, a statement of the dispute will be submitted by either the outgoing or incoming manager, or both, to the senior reporting official. The reporting senior will take appropriate action, ascertain actual conditions, and fix the responsibility. Positive aspects of the

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organization will also be listed in the report. The successor will report the actual assumption of responsibility as part of the endorsement. A copy of the report will be retained by each individual, a copy will be forwarded to applicable codes or activities which may have a direct interest, and the original will be forwarded to the immediate superior in the chain of command, as follows:

- a. PEO PMAs will forward the report to cognizant PEO.
- b. NAVAIR PMAs will forward the report to AIR-1.0.
- c. The Commander, Naval Air Warfare Center Headquarters (NAWCHQ), Washington, DC, will forward the report to COMNAVAIR.
- d. The Commander, NAWC Aircraft Division (NAWCAD), Patuxent River, Maryland; Commander, NAWC Weapons Division (NAWCWPNS), China Lake, California; and Commander, NAWC Training Systems Division, Orlando, Florida will forward the report to Commander, NAWCHQ.
- e. Other NAWCAD and NAWCWPNS activities will forward the report to Commander, NAWCAD or NAWCWPNS, as assigned.

7. Turnover Responsibility. At the time of turning over management responsibilities, the outgoing manager will call all hands to muster, read the orders of detachment, and turnover the organization to the relieving individual who will read the assumption orders and assume leadership, as prescribed by references (a) and (b), and subject to the requirements for the specific billet.

8. Reports Control. Since the turnover report is a one-time report, the reporting requirements contained in this instruction are exempt from reports control by SECNAV Instruction 5214.2B.

9. Review. AIR-1.0 shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.


J. A. LOCKARD

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